

## Login and Account Creation Instructions.

### Things to Remember:

1. In order to submit data, new users must first select “Create a New Account” for this submission year unless they have already established an account for another DOAA application. Returning users should use existing Username and Password.
2. The forgotten password feature is a question and answer set otherwise known as a challenge response. This information is entered when a new account is created and will allow you to reset your password. It is highly recommended that you update your challenge/response questions each year.
3. If you work with more than one Entity in the submission process see the section on Manage Entities

> **To Start** Visit the link: <https://www.audits.ga.gov/auth/login.aud>

### *Login Screen*



The Georgia Department of  
**Audits and Accounts**

Username:

Password:

Login

**Forgot Password** If you have forgotten your password, press the Forgotten Password link.

**Create New Account** To setup a new account, press the Create New Account link.

> Once you see the login screen you will have three options. If this is your first time visiting our site for this submission year, you must create an account. (Start by pressing the Create New Account link). The other 2 options are (1) if you already have an account to login or (2) use the Forgot Password functionality.

### Account Creation Screen 1




The screenshot shows the 'Welcome to the Account Creation Wizard' screen. At the top, there is a header with the Georgia Department of Audits and Accounts logo and name. Below the header, the title 'Welcome to the Account Creation Wizard' is displayed. A list of three steps is provided: 1. Please enter your Email address, 2. Then select your entity's code and name, and 3. Proceed by pressing the next button. The form contains three input fields: 'Email address:' with a yellow text box, 'Entity Code:' with a dropdown menu showing 'Please select an entity code...', and 'Entity name:' with a dropdown menu showing 'Please select an entity name...'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

> Once you select create an account, you will be prompted to fill in three fields with the appropriate information. The first field is your email address that you will be using for the submission process. The second field is your entity's code or id and the third field is your entity's name. Once you have completed these fields you can press next. We are validating that these three fields are correct before we allow you to continue in the process. For individuals that are submitting for more than one entity this process is designed for you to create your account with your entity's information.

**Attention:** If your organization has had an email change within the last year you need to call to let us know (404 732 9100)

**Attention:** If you are immediately sent back to the login screen, you have either made the wrong selection for the entity code and name or you already have an account. Please call DOAA (404 732 9100) if this continues to happen when trying to create an account.

## Account Creation Screen 2

**The Georgia Department of  
Audits and Accounts**

**Account Creation Wizard - Step 2**  
Please fill out the following information to complete the registration process.

<b>First name:</b>	<input type="text"/>	<b>Last name:</b>	<input type="text"/>
<b>Job Title:</b>	<input type="text"/>	<b>Telephone*:</b>	<input type="text"/>

\* Please enter the phone number using the following format: 404-732-9100

The entry below should be for an individual in a supervisory position who is responsible for the data you will be uploading.

<b>Manager First Name:</b>	<input type="text"/>	<b>Manager Last Name:</b>	<input type="text"/>
<b>Manager Phone*:</b>	<input type="text"/>	<b>Manager Email:</b>	<input type="text"/>

\* Please enter the phone number using the following format: 404-732-9100

<b>Reason for creating account:</b>	<input type="button" value="New Account"/>
<b>Application Access:</b>	<input type="checkbox"/> Federal Expenditures <input type="checkbox"/> Financial Data Submission <input type="checkbox"/> Salary, Travel, and Professional Services

<b>Please select a question:</b>	<input type="text" value="Please select a question."/>	<b>Please enter an answer:</b>	<input type="text"/>
<b>Please select a question:</b>	<input type="text" value="Please select a question."/>	<b>Please enter an answer:</b>	<input type="text"/>
<b>Please enter a question:</b>	<input type="text"/>	<b>Please enter an answer:</b>	<input type="text"/>

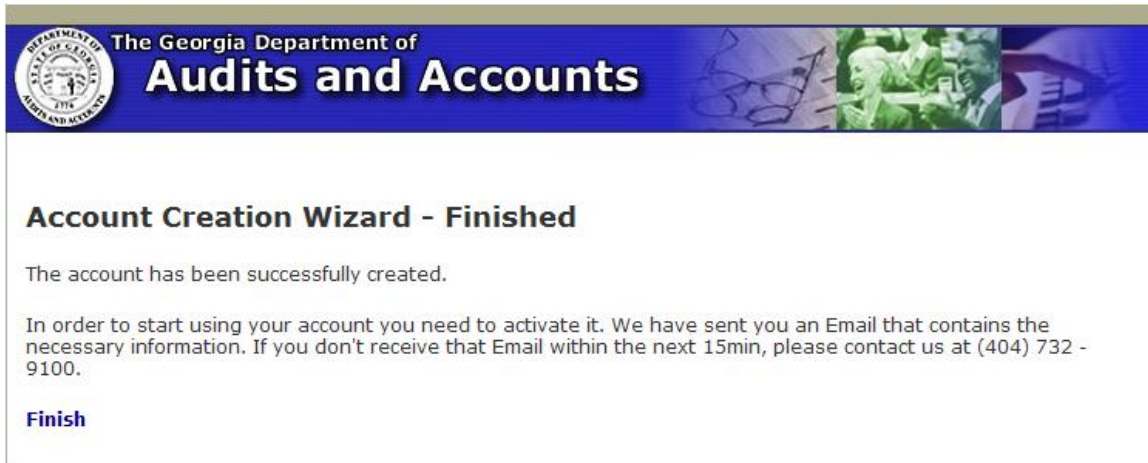
For your account you need to setup a password. Please enter the password below. The password you choose MUST meet the following criteria:

1. At least 1 character
2. At least 1 number
3. At least 1 special character
4. The minimum length of your password must be 8 characters
5. The maximum length of your password is 20 characters

<b>Please enter a Password:</b>	<input type="text"/>
<b>Please re-enter the password:</b>	<input type="text"/>

> The second step is to enter in your account information. You will need to fill in all fields to complete the account setup. Please make sure that you put a manager / secondary contact person in the manager fields in case you are not available. This will also allow us a secondary way to send electronic communications to your entity. The last area of step 2 is for the challenge response questions and a password to be entered. Please make sure to use something that you can ensure will not be easily guessed and that the password follows our password policy. The password must have at least 1 special character, 1 number, with a minimum length of 8 and a max length of 12. The challenge response questions are used in the forgotten password feature.

### Account Creation Screen 3



> Once everything is complete you will see the following screen with a message:

The account has been successfully created.

In order to start using your account you need to activate it. We have sent you an email that contains the necessary information. You will receive the email notification within 15 minutes from the DOAA which will look like the following email.

FROM: webmaster@audits.ga.gov

SUBJECT: Department of Audits and Accounts - Account Verification

MESSAGE:

Dear USERNAME , You have setup an account with the Department of Audits and Accounts. Please activate your account by either clicking on the link below:  
**<https://www.audits.state.ga.us/auth/accountActivation.html?activationCode=1f03e0a6-7776-4a3e-bc6e-6992da582e25>**  
OR you can manually go to **<https://www.audits.state.ga.us/auth/accountActivation.html>** copy and paste the following code into the text field: **1f03e0a6-7776-4a3e-bc6e-6992da582e25**

Thank you very much!

> Once you have activated your account you are ready to access the application.

**Attention:** There is an approval process for granting and revoking application access so if you login and don't have any links for the applications that you have requested, please be patient and try back in a few minutes. If within 24 hours you do not have access to the systems, please call DOAA helpline (404 732 9100).

Once You have Created Your Account You will now be able to Enter the System and begin working with an Application.



Your Menu Options are:

- Home
- Account - update account information
- Manage Entities – users who manage more than one entity
- Password – allows changing of password
- Logout

### Manage Entities



## Manage Entity Permissions

Current Application to Entity Associations

# Application	Entity
1 EAD Financial File Submission	AUDITS AND ACCOUNTS, DEPARTMENT OF
2 Expenditures of Federal Awards	Test ABC
3 NPO Contract Data Submissions	AUDITS AND ACCOUNTS, DEPARTMENT OF
4 Salary, Travel, and Professional Services File Submission	AUDITS AND ACCOUNTS, DEPARTMENT OF

Please select an application:

– Please Select –



Please select an entity:

– Please Select –



Add Entity

Cancel

You can add additional entities that you are responsible for submitting data by first selecting which applications you will need to use and then by selecting which entity you will be working with. **This will not automatically allow you to work with this entity.** This will place a request to the business unit to approve. **This may take several hours to process.**

Also once you login successfully, you will see a list of applications that you have access to.

## Welcome to the Department of Audits and Accounts!


Below you will find links to all applications you are authorized to use.

Applications

<b>Expenditures of Federal Awards</b>	SEFA
<b>Salary, Travel, and Professional Services File Submission</b>	Salary, Travel, and Professional Services File Submission
<b>NPO Contract Data Submissions</b>	NPO Contract Data Submissions
<b>EAD Financial File Submission</b>	EAD Financial File Upload

[Please click here to request new application access](#)

If you do not see the application you need, then click on “Please click here to request new application access” and you will see the following screen and you can check which applications you need access to.

<b>Reason for creating account:</b>	New Account 
<b>Application Access:</b>	<div><input checked="" type="checkbox"/> Salary, Travel, and Professional Services File Submission</div> <div><input checked="" type="checkbox"/> Expenditures of Federal Awards</div> <div><input checked="" type="checkbox"/> EAD Financial File Submission</div> <div><input checked="" type="checkbox"/> NPO Contract Data Submissions</div>